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**MEMORANDUM**

TO: Agency Heads and Human Resources Directors of All Agencies, Departments, Institutions of Higher Education, Boards and Commissions

FROM: Samuel L. Wilkins  
Director

DATE: September 8, 2006

SUBJECT: Project Management Classification Series

The Office of Human Resources (OHR) recently evaluated certain positions in Information Technology, Engineering, Research, and other disciplines and identified that some of these positions are primarily involved in project management. Private and public sectors are witnessing a proliferation of major projects and, as a result, some are using project management methodologies to ensure that milestones are met. OHR surveyed several states to ascertain whether or not project management classifications were being used. A few states, on a limited basis, are using project management classifications primarily for their Information Technology functions, while other states are not using project management classifications at all. As a result of OHR's study, we have recognized the evolution and emergence of the Project Management discipline, not only in Information Technology but in other disciplines within South Carolina state government. Consequently, we have determined that our current classification system needs to be expanded to include a new series to appropriately classify and compensate employees primarily involved in project management. Feedback received from various state agencies supported OHR's creation of this new classification series which recognizes the emergence of project management in state government. While we do not anticipate that these additional classifications will affect a large number of employees, OHR remains diligent in being a leader in human resources by providing agencies with tools to best serve state government employees.

The Project Management Classification Series will consist of the following classification titles, classification codes, and their associated pay bands:

<u>Classification Title:</u>	<u>Classification Code:</u>	<u>Pay Band:</u>
Project Coordinator	AK03	6
Project Manager I	AK04	7
Project Manager II	AK05	8
Director of Project Management	AK06	9

Attached are class specifications for the Project Management Classification Series to be used in properly classifying positions whose primary job duties and responsibilities involve project management. These classifications will currently be ineligible for delegation. If you have any questions or comments regarding this new classification series, please call your HRCS Consultant at (803) 737-0900.